
Effective: March 1, 2000

96.00 Utility Accommodation

Supersedes: August 1, 1997

96.10 Permit Requirements

96.12 Annual Service Connection Permits

By: Director, Bureau of Highway Operations

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A. General Policy

Typically, a utility shall obtain a permit from the Department before installing any type of service line that requires a connection from an existing distribution facility within the right-of-way. However, the Department recognizes that a utility must respond promptly to its customers when they request service connections for their homes or businesses. In order to help expedite this process, a utility may apply for an annual service connection permit (ASCP) from the Department that bypasses the normal permit approval process.

This policy does not affect policy 96.05, Emergency Work. Approvals for emergency service connections should still be handled by a phone call to the appropriate district office.

All work described in this policy shall comply with the entire Utility Accommodation Policy. Any ASCP issued to a utility does not supersede the authority of other governmental agencies' more restrictive requirements.

B. Application Information

A utility shall use the Department's standard permit form, DT1553 (formerly EM401), to apply for an ASCP that shall be sent to the appropriate district office for review. The ASCP shall only be effective during the calendar year and in the district and county in which it is issued. Hence, a utility may want to obtain additional ASCPs if its service territory crosses county or district boundaries. A copy of the ASCP shall be kept on the job site at all times. To properly fill out a DT1553 form to make it into an ASCP, see figure 1.

The Department may reject an ASCP application if a utility has been delinquent in rectifying previous or current installations that violate the Policy (e.g. site restoration). In addition, the Department may suspend or permanently revoke an ASCP due to Policy violations.

C. Coverage

The ASCP shall pertain to **service connections only**. In addition, an extension of the existing distribution line up to 300 feet is allowed to facilitate the installation of the service. Both overhead and underground short-side (same side of highway as the distribution line) service connections are allowable. See figures 2 and 3. Long-side (opposite side of highway as the distribution line) service connections are also allowable, but may be limited to underground installations. See figures 4 and 5.

D. Implementation

Once an ASCP has been approved by the Department, a utility shall implement the following process to obtain approval for installing a service connection. A utility shall submit, by fax or other method, a location sketch of the proposed service for Department review at least three business days prior to the start of the work. A copy of the utility's work order may be sufficient for this. The information provided shall include the:

1. Utility's ASCP number.
2. County name and town, range, and section numbers.
3. Distance from the nearest intersection to the service line.
4. Name of the utility and employee who needs the Department's reply along with that person's telephone and fax numbers.

An ASCP does not authorize a utility to start work. The district utility permit coordinator shall notify the utility when it is okay to proceed with the proposed service work – usually by telephone or return fax unless another method is specified by the utility. If the utility does not hear from the coordinator or designated representative prior to commencing work, it should call the district office.

E. Work Restrictions

If a utility cannot meet **all** of the conditions listed below, then it shall obtain a regular permit for that specific service connection. Under an ASCP, all work shall be done:

1. Without any interference or disruption to traffic. Exceptions may be granted for low-volume (2,000 ADT or less), two-lane rural highways.
2. Without open cutting the pavement, paved shoulders, or medians.
3. For long-side connections, using untrenched construction techniques only. Any boring machine that is used shall not be guided from the highway surface. The use of the median area is prohibited [policy 96.24(B)] -- even to check or guide the boring machine. Boring shall be accomplished no closer to the highway than the toe of inslope or back of curb in accordance with policy 96.53(B). The bore shall be perpendicular to the highway.

Overhead, long-side service connections may be allowed on low-volume (2,000 ADT or less), two-lane rural highways during off-peak travel hours. The use of a law enforcement officer to stop traffic may be required.

FIGURE 1

EM401 295

APPLICATION/PERMIT

Wisconsin Department of Transportation

TO CONSTRUCT AND OPERATE UTILITY FACILITIES ON HIGHWAY RIGHT-OF-WAY

s.84.08, 86.07(2), 86.16, 182.017 and such other applicable Wis. Stats.

Location Description - Quarter section, section, township, range, etc.

To each copy of the application attach one copy of the sketch showing location

1997 ANNUAL SERVICE CONNECTION PERMIT

Location sketches for the proposed work shall be sent to the appropriate district office at least 3 working days prior to starting work. See Policy 96.12

Applicant Name and Address

Bob & Bob's Utility Company
4802 Easy Street
Madison, WI 53705-7986

Proposed Work Location

☐ Town ☐ Village ☐ City

OF Transportation District 1

County

Dane

Construction Starting Date

April 11, 1997

Construction Completion Date * See Note Below

December 31, 1997

Applicant Work Order - if any

Varies

Highway

☒ STH A11

Utility Facility/Work Type

☒ Electric☐ CATV

Line Orientation

☒ Overhead

Trans 401 Project Designation

☒ Minor

(See policy 96.55)

☒ USH A11☐ Telephone/
Communications☒ Gas/Petroleum☒ Underground☐ Major☐ Interstate (N/A)☐ Water☐ Chemical Treatment☐ Bridge Attachment

☐ For Major projects only,
the utility shall notify the
department at least
24 hours prior to the
installation of erosion
control and storm water
management measures
Trans 401.09(1)

☐ Sanitary Sewer☐ Tree Cutting/Removal

* NOTE: If the work described is not completed by the "Completion Date" specified, this permit is null and void, and the work shall not be completed unless authorized through a subsequent permit or an approved time extension.

It is understood and agreed that approval is subject to the applicant's full compliance with the pertinent Statutes, as well as any rules and regulations of other jurisdictional agencies, which may be more restrictive, and with the Wisconsin Department of Transportation's Policy for the Accommodation of Utilities on Highway Right-of-Way, current edition.

Line Owner Notification Telephone Number

121-234-5678

X

(Authorized Representative)

(Date)

Big Dog (CEO)

(Title)

121-234-9012

(Authorized Representative Telephone Number)

District Location and Telephone Number

Madison 608-246-3800

Fax 608-246-5383

Transportation District Recommendation

Date Application Received by District

X

(Recommendation for District Director)

(Date)

☐

The applicant shall contact the Transportation District Office at the Telephone Number given at right NOT LESS THAN 3 WORKING DAYS prior to the start of the permitted work to arrange for a District Representative to locate and mark the existing traffic signal and/or highway lighting lines. No work under this permit shall be accomplished prior to the District Representative's arrival.

Special Telephone Number

Division of Highways Permit Approval

Permit Number

000563

Issuance Date

APR 11 1997

X

(Approval for State Highway Maintenance Director)

FIGURE 1, Page 2

INDEMNIFICATION

The Applicant shall save and hold the State, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Chapter 84 Wisconsin Statutes, harmless from actions of any nature whatsoever (including any by Applicant itself) which arise out of, or are connected with, or are claimed to arise out of or be connected with any of the work done by the Applicant, or the construction or maintenance of facilities by the Applicant, pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, (1) while the Applicant is performing its work, or (2) while any of the Applicant's property, equipment, or personnel, are in or about such place or the vicinity thereof, or (3) while any property constructed, placed or operated by or on behalf of Applicant remains on the State's property or right-of-way pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way; including without limiting the generality of the foregoing, all liability, damages, loss, expense, claims, demands and actions on account of personal injury, death or property loss to the State, its officers, employees, agents, contractors, subcontractors or frequenters; to the Applicant, its employees, agents, contractors, subcontractors, or frequenters; or to any other persons, whether based upon, or claimed to be based upon, statutory (including, without limiting the generality of the foregoing, worker's compensation), contractual, tort, or whether or not caused or claimed to have been caused by active or inactive negligence or other breach of duty by the State, its officers, employees, agents, contractors, subcontractors or frequenters; Applicant, its employees, agents, contractors, subcontractors or frequenters; or any other person. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands and actions indemnified against shall include all liability, damage, loss, expense, claims, demands and actions for damage to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way in the past or present, or that are located on any highway or State property or right-of-way with or without a permit issued by the State, for any loss of data, information, or material; for trademark, copyright or patent infringement; for unfair competition or infringement of personal or property rights of any kind whatever. The Applicant shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands and actions.

Any transfer, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit shall not release Applicant from any of the indemnification requirements of this permit, unless the State is notified of such transfer in writing. Any acceptance by any other person or entity, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit, shall include acceptance of all of the indemnification requirements of this permit by the other person or entity receiving ownership or control.

Notwithstanding the foregoing, a private contractor or subcontractor with the State under Chapter 84 Wisconsin Statutes, that fails to comply with sections 66.047 and 182.0175 Wisconsin Statutes (1985-1986), remains subject to the payment to the Applicant of the actual cost of repair of intentional or negligent damage by the contractor or subcontractor to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, and remains subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the contractor or subcontractor.

Notwithstanding the foregoing, if the State, or its officers, employees and agents, fail to comply with sections 66.047 and 182.0175 Wisconsin Statutes (1985-1986), the State or its officers, employees and agents, remain subject to the payment to the Applicant of the actual cost of repair of willful and intentional damage by the State, or its officers, employees and agents, to any property, lines or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, and remain subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the State, its officers, employees and agents.

No indemnification of private contractors or subcontractors with the State under Chapter 84 Wisconsin Statutes, shall apply in the event of willful and intentional damage by such private contractors or subcontractors to the property, lines and facilities of the Applicant located on the highway right-of-way pursuant to this permit or any other permit issued by the State for the location of property, lines or facilities on highway right-of-way.

KEY: R/W = right-of-way P/L = property line S = service ♦ = pedestal, pole or valve

